



Virginia Association for Pupil Transportation  
Constitution and By-Laws  
As of June 2002

CONSTITUTION

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CONSTITUTION AND BY-LAWS  
OF THE  
VIRGINIA ASSOCIATION FOR PUPIL  
TRANSPORTATION

ARTICLE I

Purpose

In order to promote the principles and policies of pupil transportation at all levels; to assist pupil transportation personnel, public and private, throughout the Commonwealth in developing improved performance by advancing professional standards; and by constant and continuous emphasis on the nature of pupil transportation as an effective, supportive service in the education of the young people, we hereinafter provide for the unified effort in executing the purposes for which we stand.

ARTICLE II

Name

The name of this organization shall be the VIRGINIA ASSOCIATION FOR PUPIL TRANSPORTATION

ARTICLE III

Objectives

To establish a clearinghouse for exchanging ideas, techniques and procedures.

To investigate common problems and determine the possibilities for joint effort toward solutions.

To study and recommend change or modifications in rules, regulations, procedures, techniques and laws for consideration and possible adoption or enactment.

To promote further recognition of pupil transportation services as an integral segment of the public and private school systems and to encourage endorsement of and active participation of division superintendents and private school administrators.

To promote the highest professional standards of ethics, efficiency, and economy in all matters pertaining to pupil transportation.

To promote the study, analysis, and dissemination of the most effective policies and practices relative to pupil transportation.

To cooperate with other professional organizations having transportation as all or part of their program emphasis.

To establish closer communication within the pupil transportation department of the public school systems throughout the Commonwealth.

ARTICLE IV

Membership

Membership in the Association shall consist of active, associate, and honorary members.

Active (voting) membership shall consist of administrative personnel in pupil transportation such as directors and assistants, supervisors and assistants, and chief mechanics. Active membership shall

also include personnel whose responsibilities and duties are related to pupil transportation in some administrative capacity such as training coordinators, state department of education personnel and superintendents.

Retired membership (non-voting) shall consist of any person who has served and paid dues as a member for a minimum of 5 consecutive years and is no longer principally engaged in the administration or supervision of pupil transportation.

Honorary (non-voting) membership shall consist of any person who has contributed meritorious service to pupil transportation in Virginia. Eligibility for Honorary Member Status shall be based upon nomination by majority vote of the appropriate standing committee and confirmation by majority vote of the association membership during a business session. Former administrative employees in pupil transportation no longer actively employed, and others who would be categorized as associate members but who are no longer actively engaged in the field of pupil transportation.

Membership for Life (voting) shall consist of any past president of the Association meeting active service requirements.

Honorary Membership for Life (non-voting) shall consist of any past president of the Association who has retired from active service.

Associate (voting) membership shall consist of for-profit or non-profit businesses or individuals whose primary concentration of interest includes the safe transportation of the young people of the Commonwealth such as school bus body and chassis companies, representatives, and others directly associated with or concerned with the objectives of the Association.

Each person eligible for active membership and having paid dues for the current year shall be entitled to all rights and privileges of membership.

Each person eligible for associate membership and having paid dues for the current year shall be entitled to all rights and privilege of membership but shall not have the right to hold office in the Association. Honorary members shall be elected by a majority vote at any regular session of the annual meeting. Such members may not vote or hold office.

## ARTICLE V

### Dues

Active and associate members shall pay annual dues prior to attending the annual conference or business sessions, which shall coincide with the term of office of the Association officers. The term of office shall to July 1 through June 30. Designated speakers or guests may be excluded from membership requirements and requirements to pay annual dues.

## ARTICLE VI

### Officers and Directors

The officers and directors of the Association shall consist of a president, a vice-president, a secretary, and a treasurer, each of which shall be elected annually.

In addition, a minimum of four directors shall be elected for two-year terms, half each in alternate years.

Officers typically serve only one term of office. However, an officer may succeed him or herself for one additional term as deemed appropriate by the board or membership.

The officers and directors together with the immediate past president shall serve as the Executive Board.

The Executive Board shall fill by appointment any vacancy occurring during a term in office.

The term of office for all officers shall be from July 1 through June 30.

## ARTICLE VII

### Standing Committees

Standing committees of the Association shall include but may not be limited to:

Auditing  
Conference  
Constitution and By-Laws  
Legislative  
Membership  
Nominating  
Resolution  
Scholarship

The president may, with the advice and consent of the Executive Board, introduce to the Association at an annual meeting the need for an additional standing committee. A majority of the membership present and voting shall constitute approval or disapproval.

## ARTICLE VIII

### Special Committee

Special committees may be appointed by the president to serve specific needs. Such committees shall not be permanent and shall cease to exist immediately upon completion of the temporary responsibilities or when a new president has been installed.

## ARTICLE IX

### Meetings

There shall be at least one annual meeting of the Association of such time and place as shall be determined by the Executive Board.

Emergency or other meetings may be called if, in the judgment of the Executive Board, such meetings are necessary. Concurrence of the majority of the Board is mandatory before such meetings can be called.

## ARTICLE X

### Nominations and Elections

All officers and directors shall be elected during a business session of the annual meeting of the Association and will assume official duties July 1. A two-thirds majority of the voting members present is required for election.

## ARTICLE XI

### Quorum

At all Meetings of the Association, a majority of members present and voting subject to the discretion of the presiding officer shall constitute a quorum.

## ARTICLE XII

### Changes in Constitution and By-Laws

Changes or additions to the constitution and by-laws may be proposed at any meeting of the Association. Such proposals shall be referred to the committee on Constitution and By-Laws for study and recommendation. If approved, the committee shall submit the recommended changes additions at the next business meeting of the Association. Ratification shall be two-thirds of the members present and voting.

### BY-LAWS

#### I Dues

Active and associate members shall pay dues annually as set forth and approved by the executive board.

Any active or associate member more than one year and one day in arrears shall forfeit all rights and privileges of membership.

A structure for the establishment of dues for all categories of membership will be reviewed and approved as needed by the Board of Directors. Past Presidents of the Association are designated as Members for Life and are exempt from payment of dues. They retain active membership (voting) status as long as they remain in a pupil transportation related position.

#### II Duties of Officers

##### President

The President shall preside at all meetings of the association and the Executive Board. The President shall oversee the affairs of the Association and shall perform the duties normally expected of the Chief Executive of such an organization.

The President shall have overall responsibility for preparing the programs for Association meetings and shall be empowered to modify or change the format and program if in his/her judgment, the best interest of the Association are served thereby, provided such changes do not conflict with the provisions of this Constitution and By-Laws and provided such changes receive the concurrence of a majority of the Executive Board present and voting.

The President shall appoint all committee chairpersons not otherwise provided for and shall be an exofficio member of all committees.

The President shall approve all reasonable legitimate expenses incurred by the Association or by any officials of the Association before claims for such obligations are paid.

The President shall determine that all reports, papers, and addresses presented at meetings of the Executive Board and the Association be prepared in advance or recorded at moment of presentation and a copy of such report, paper or address be available to the secretary for filing with the records of the Association.

The President shall be considered to be editor-in-chief and responsible for the contents of any publication circulated in the name of the Association. The President, upon termination of office and following installation of a new president, shall assume the duties of immediate past president. Such duties shall consist of membership on and attendance at all meetings of the Executive Board, assist, upon direction of the President, in any capacity involving any publication of the Association, coordinating and disseminating information proposed by the Legislative Committee and any other discretionary duty demand advisable by the President with the concurrence of the Executive Board.

## Vice-President

The Vice-President shall exercise all the functions of the President in the event of the President's absence, incapacity or demise. The Vice-President shall be directly responsible for supervising the preparation of programs, the meetings and work with the President in their executions.

The Vice-President shall work in conjunction and cooperate with the President in any publication circulated in the name of the Association.

The Vice-President shall serve as co-chairperson for the Conference Committee exercising leadership in all aspects of the program's planning and implementation.

## Secretary

The Secretary shall maintain a full and accurate account of the proceedings and transactions of all meetings of the Association, the Executive Board, and any other official meeting relating to Association interest and business.

The Secretary shall officially sign all accounts; certify one copy for Association records and one copy for the President.

The Secretary shall keep a file of all official Association correspondence serve all necessary notice after approval by the President and provide a full written report of all Association transactions at the regular meeting.

The Secretary shall have all records pertinent to the Association present at all meeting of the Association and its Executive Board.

The Secretary shall maintain a membership list separated into active, associate and honorary.

The Secretary shall at the expiration of official duties immediately transfer all pertinent records, papers, books, and other Association property to the newly elected or appointed secretary.

The Secretary shall perform any other duties not herein specified which may be assigned by the President.

## Treasurer

The Treasurer shall maintain an accurate financial accounting of all moneys received by and disbursed for the Association. A receipt for all moneys received shall be immediately provided.

The Treasurer shall hold in safe keeping all Association funds in his or her possession.

The Treasurer shall at each and every annual meeting furnish the Executive Board with a certified statement concerning the actual financial status of the Association.

The Treasurer shall pay all claims certified and approved by the President.

The Treasurer shall maintain a correct ledger account of all receipt and disbursements supported by proper voucher and shall close and balance the books as of June 30th each year.

The Treasurer shall immediately furnish the incoming President with a complete financial statement.

The Treasurer shall, at the expiration of official duties, immediately file with the Executive Board a report to include a statement of all financial accounts.

The Treasurer shall at the expiration of official duties transfer to the successor all Association moneys, books, papers, records, and other property in his or her possession.

The Treasurer shall perform any other duties not herein specified which may be assigned by the President.

## Immediate Past-President

The Immediate Past-President shall serve as co-chairperson for the Conference Committee exercising leadership in all aspects of the program's planning and implementation.

The Immediate Past-President shall perform any other duties not herein specified which may be assigned by the President.

### III Standing Committees

#### Duties

The Auditing Committee shall examine the accounts, papers, vouchers, and all financial records of the Treasurer and shall report its findings and comment thereon to the membership at the annual meeting.

The Conference Committee shall coordinate all aspects of conference planning and implementation in conjunction with other committees and staff of the Virginia Department of Education, Pupil Transportation Service.

The Constitution and By-Laws Committee shall study all suggested changes and/or additions and determine recommending such changes and/or additions to the membership at the annual meeting for ratification.

The Legislative Committee shall be constantly aware of any and all Federal and State Legislation enacted or pending, pertaining to pupil transportation and/or related matters. The Committee shall keep the membership informed through the newsletter.

The Legislative Committee shall determine the urgency of communicating with the membership on any enacted and/or pending Legislation and provide such information to the full membership in a manner it so chooses. The Legislative Committee is hereby empowered to: advise the membership on any pending Legislation pertaining to pupil transportation and/or related matters and urge contact with area legislators for approval or disapproval; represent the Association before the State Legislative bodies on issues pertaining to and/or related to pupil transportation.

The Membership Committee shall maintain a complete and current roster of Association members. It shall, by correspondence or personal contact, enlist all persons employed in the field of pupil transportation and/or related area commensurate with Article III membership as defined.

The Nominating Committee shall interview prospective officers and directors, receive their consent and place their names in nomination at the annual meeting of the Association. Further nominations may be made from the floor for each available office or directorship.

The Resolutions Committee shall receive and consider all resolutions referred by the Association and/or the Executive Board and upon request shall hold itself available to hear proponents or Opponents of any resolution.

The Scholarship Committee shall receive and consider all applications for the Clyde Morris Memorial Scholarship. The Committee shall establish the criteria for application and selection of a winner, and shall report this to the membership at the annual meeting.

### IV Publication

There shall be published at least quarterly and distributed to each active, associate and honorary member a newsletter to contain matters of interest consistent with the objectives and purposes of the Association. Such newsletter shall be edited by the President, however he or she may, at his or her discretion, assign the composition, reproduction and distribution to an officer or establish a standing committee as specified in Article VII of the Constitution.

### V Scholarship Fund

A separate scholarship fund shall be established and maintained for the purposes of supporting and ultimately perpetuating scholarships from the interest derived from this account. All designated funding or donations made to this account can only be used to provide scholarships. Funds may not be transferred or reallocated to support



other needs.